Teacher Resource 9.2

Rubric: How-to Guide

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  | Exemplary | Solid | Developing | Needs Attention |
| --- | --- | --- | --- | --- |
| **Completeness of Instructions** | The guide provides complete, detailed steps and information so that anyone could perform the activity. | The guide provides most of the steps and information needed so that almost everyone could follow the steps provided. | The guide lacks some important steps or information needed to effectively perform the activity. | The guide is missing critical steps, and a reader would need a lot more information in order to complete the activity. |
| **Organization of Steps** | Steps are clearly organized, with a logical flow of connected instructions. | Steps are organized, and most instructions are well connected. | Steps are sound, but the instructions are not well organized. | Steps and instructions are disorganized and confusing. |
| **Accuracy** | Information and instructions are  100% accurate. | Information and instructions are  95–99% accurate. | Information and instructions are  75–94% accurate. | Information and instructions are less than 74% accurate. |
| **Visual Layout** | The guide uses visual elements wherever needed, each of which illustrates how to perform the steps. | The guide uses some visual elements, and most of them help illustrate how to perform the steps. | The guide lacks enough visual elements, and few help illustrate how to perform the steps described. | The guide has few to no visual elements, or they are unrelated to the steps being described. |
| **Required Format and Elements** | Required format and all elements are included in the assignment. Some additional elements are included to enhance the assignment. | Required format and all elements are included in the assignment. | Format does not meet the assignment specifications, and one or two of the required elements are missing. | Format is completely different from the assignment specifications, and more than two elements are missing. |
| **Mechanics** | No grammatical, spelling, or punctuation errors. All sentences are well constructed and vary in structure. | Few grammatical, spelling, or punctuation errors. Most sentences are well constructed, with some variation in sentence structure. | Some grammatical, spelling, or punctuation errors. Most sentences are well constructed, with little variation in sentence structure. | Many grammatical, spelling, or punctuation errors. Most sentences are poorly constructed. |

Additional comments:

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Teacher Resource 9.3

Key Vocabulary: Implementing and Troubleshooting a Peer-to-Peer Network

These are terms to be introduced or reinforced in this lesson.

| Term | Definition |
| --- | --- |
| homegroup | A feature of the Windows 7 operating system that enables users to share files and printers on a home network. This is similar to a peer-to-peer network in earlier versions of the Windows operating system. |
| IP address classes | Categories that an IP address fits into, depending on which part of the IP address refers to the network and which part refers to the node. |
| ipconfig | A command used to display the IP addresses for the local network, including the computers, routers, subnets, and more. |
| node | Any device on the network that can be assigned an IP address, such as a computer, printer, or router. |
| permissions | In a peer-to-peer network, files can be shared with one of three permission levels: Full Access, Write Only, or Read Only. The files can be password protected. |
| physical address | A computer or router’s MAC (Media Access Control) address—a hexadecimal number tied to a network adapter. The network adapter card attached to a router or computer identifies each physical node on the network. |
| ping | The ping command is used at the command line to test the speed of the connection to another computer or website. |
| subnet | A portion of the network sharing the same part of an IP address. |
| troubleshoot | To test the network and solve network problems. |
| workgroup | A group of client systems on a peer-to-peer network. Client systems can join a workgroup to share files with other systems in the same group. This is typically a Microsoft term. |